


Instructions for Reviewing IHIPC recordings on TRAIN Illinois

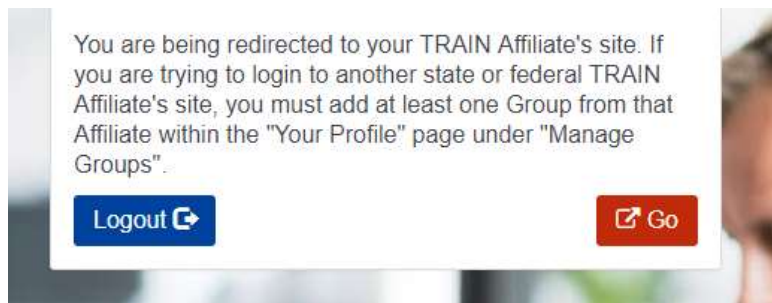
1. Click on the following link to begin: <https://www.train.org/main/welcome>

2. Access TRAIN through your account.

- a. If you already have a TRAIN account, log in on the left hand side.
- b. If you do not have a TRAIN account, click the “Create an Account” button
 - i. You will be asked to set up an account name and given demographic information. All fields must be filled in. (You may use Illinois HIV Integrated Planning Council as your agency name if you do not work for an affiliated agency)

A screenshot of the TRAIN login interface. It features a 'Login Name' text box, a 'Password' text box, and a 'Login' button. Below the password box is a link for 'Can't log in?'. At the bottom, there is a checkbox for 'Keep me logged in' and a 'Create an Account' button.

3. You may see the following screen after logging in or setting up an account. Click “Go”

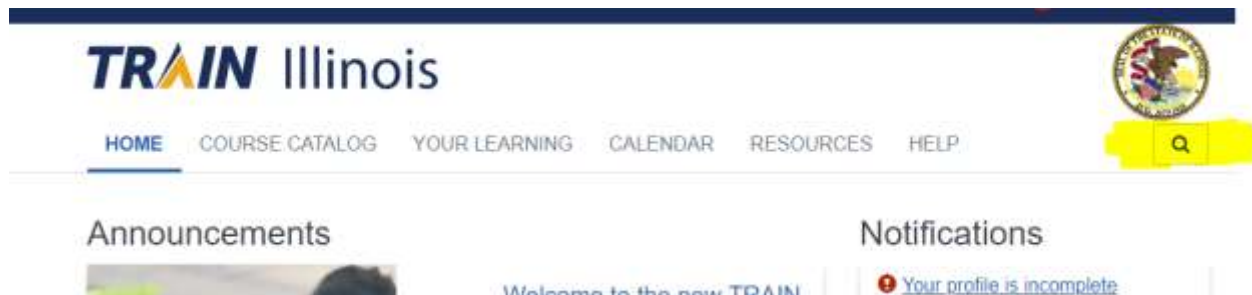


4. **For new users only:** You must complete your user profile in order to view the webinar. In the upper right hand corner of the screen, click on your name, then “Your Profile”, and complete any section that appears with a red exclamation point. Once completed, hit the green “Save” button in the upper right hand corner, then hit the yellow “Close” button in the upper left hand corner.

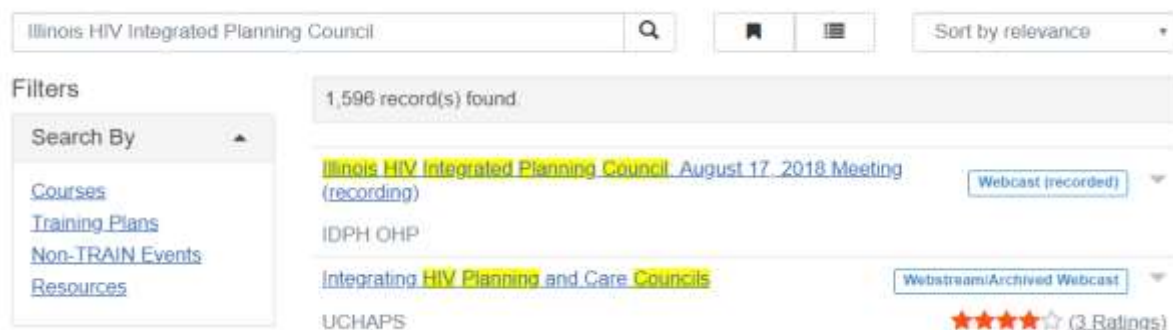


- a. If you need technical assistance any portion of the profile, please contact Marleigh Andrews-Conrad at Marleigh.Andrews-Conrad@illinois.gov or 217-524-9005.

5. You will see a magnifying glass icon near the upper right hand corner of your screen (highlighted below). Click here and type “Illinois HIV Integrated Planning Council”, then hit enter.



6. A course listing should appear with IHIPC meetings at the top of the list. Select the meeting that you would like to view (dates for recorded meetings are in the title). **Important note:** This is an example of what will appear when completing this search. Please choose the appropriate meeting when the full list appears.



7. After clicking on the meeting, you will see the following screen (please note that this screenshot serves an example only). Click the “Resource” tab towards the bottom of the screen to review/download the agenda and slides, if desired. Hit the green “Launch” button when you are ready to view the course. When “Launch” is hit, a new internet tab will appear for viewing of the recording.



8. After viewing the recording in its entirety, exit out of the recording and return to the TRAIN internet tab on your screen. A new “Mark Completed” button should appear on your screen. Hit this button to confirm that you completed the viewing.

Illinois HIV Integrated Planning Council: August 17, 2018 Meeting (recording)

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[✕ Withdraw](#) [> Launch](#) [✓ Mark Completed](#)



[In Progress](#) [Webcast \(recorded\)](#) ID 1079654 Skill level: Intermediate 3h